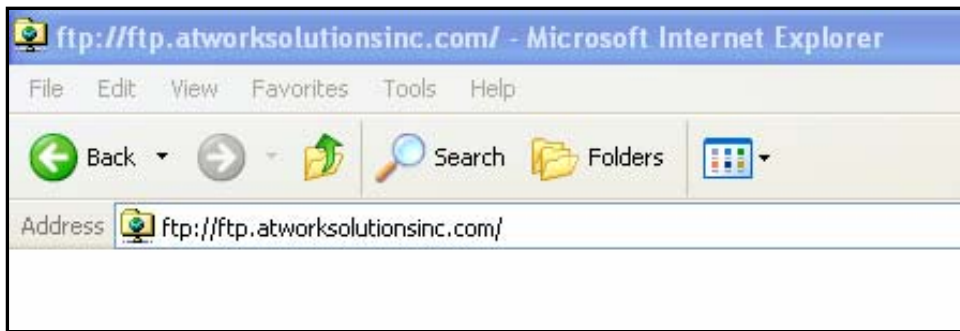


Instructions on Accessing FTP site.

## ACCESSING FTP SITE

To access the @ Work Solutions FTP site via Internet Explorer, open Internet Explorer and in the address bar enter the following url: [FTP.atworksolutionsinc.com](ftp://ftp.atworksolutionsinc.com) and click on the Go button.

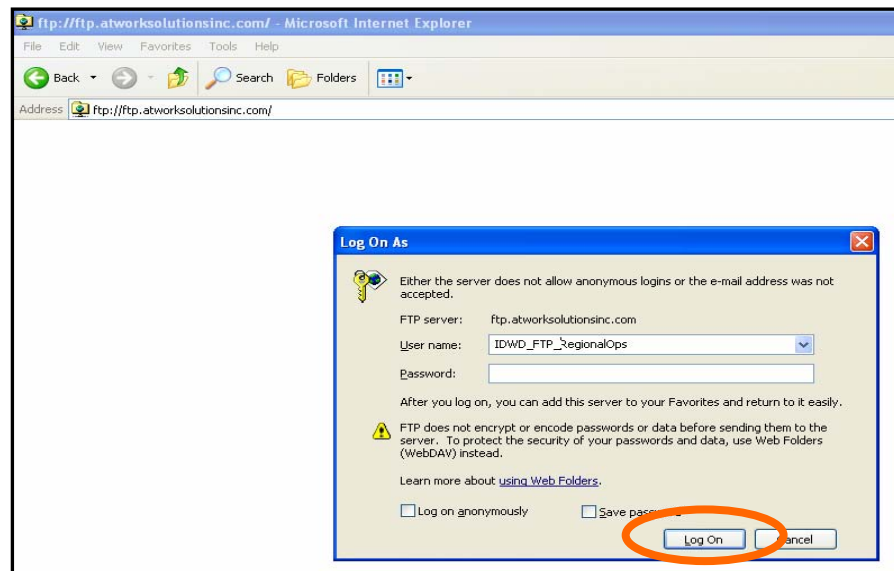


This will bring up a screen requiring a user name and password. Use the following:

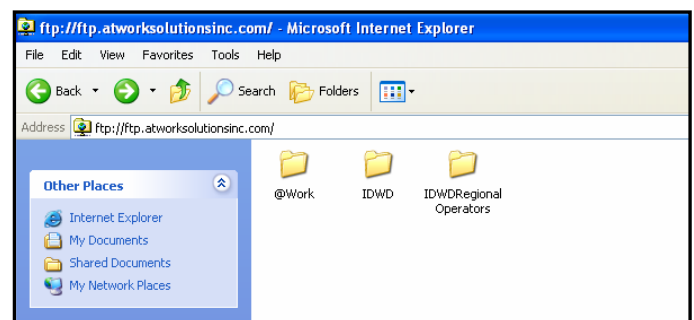
**UserID: IDWD\_FTP\_RegionalOps**

**Pwd:** (use the password assigned, if you are unsure check with @Work staff)

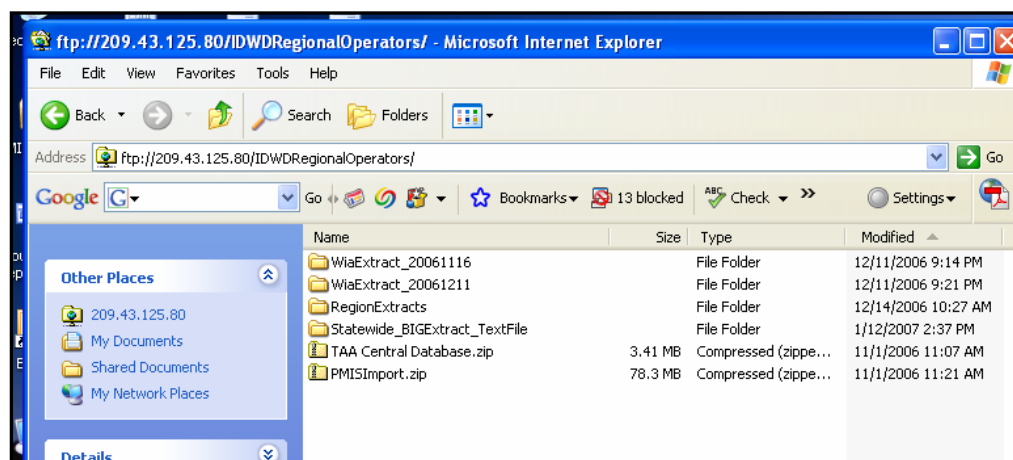
Then click on the Log On button.



A successful login will display the following screen. Regional Operators have access to the IDWDRegionalOperators folder only. (Do not add any documents in the FTP root directory, as all users have access to the root.) @ Work users and IDWD users have access to the IDWDRegionalOperators folder to allow the exchange of information.

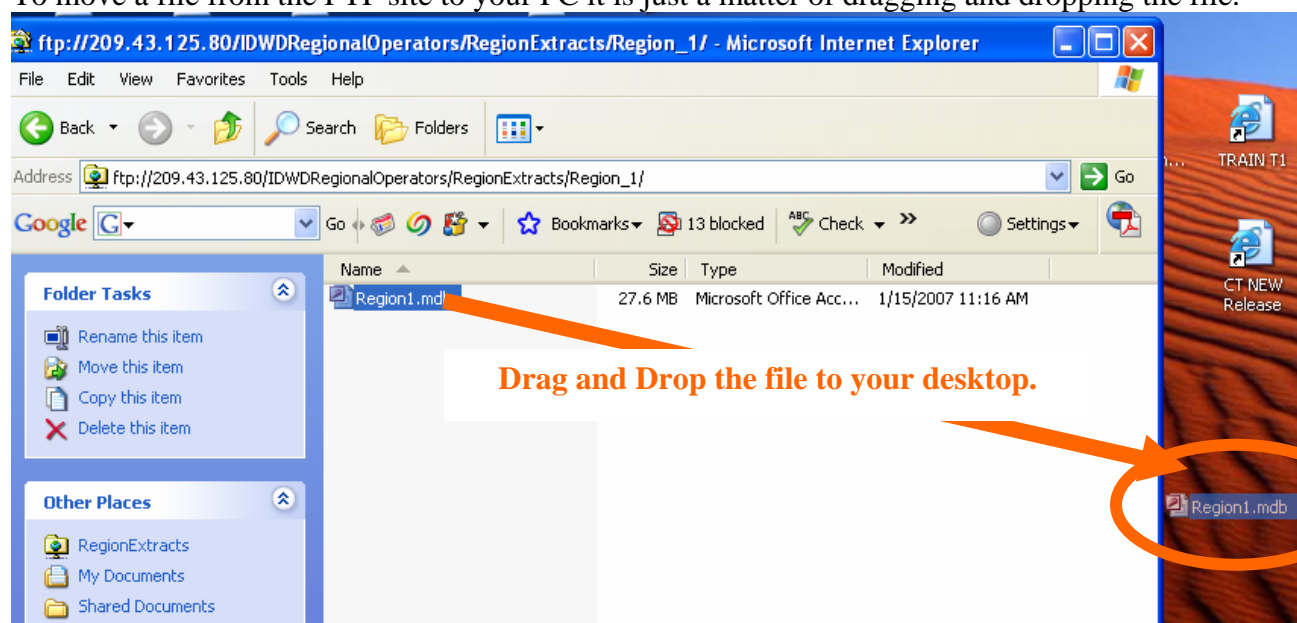


## Instructions on Accessing FTP site.

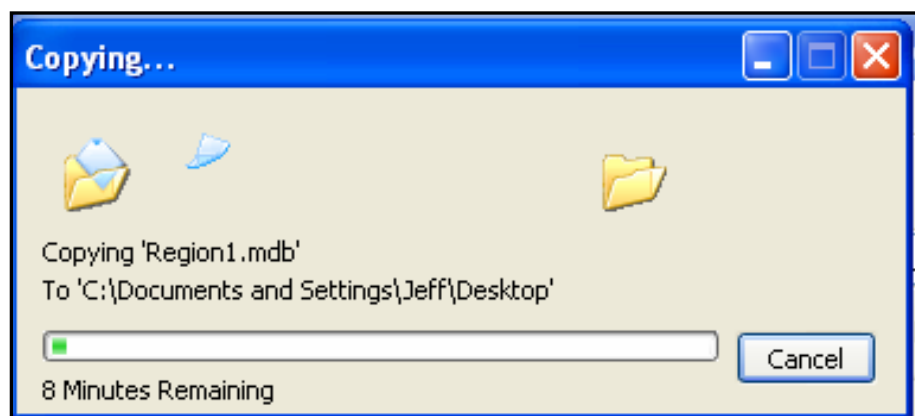


Double click on the IDWDRRegional Operators folder to open.

To move a file from the FTP site to your PC it is just a matter of dragging and dropping the file.



Many of the files on the FTP site are very large. Depending on your Internet connection, it may take several minutes to download. You will see the following window while it is downloading.



Instructions on Accessing FTP site.

## Unzipping Files

To extract a file using WinZip you must first have WinZip installed on your machine. If you do not have WinZip on your machine you may download it here:

<http://www.winzip.com/ovwc17/downwz.htm>.

1. Simply **right** click on the file you wish to extract.
2. Move your cursor to the **WinZip** menu option.
3. Select **“Extract to here”** from the menu items.

This will extract the zip file to the directory that you are in.

It is suggested to move the “unzipped” file to a new dir so it is not confused with the other “zipped” file.

